

**SVC SPEC TITLE: Juvenile Client and Family Services, First Circuit  
JC1MED - Medical Services, First Circuit**

**2.7.1 Introduction**

**A. & B. -(SEE SECTION 2.0.1)**

**C. Description of the goals of the service**

The goal of this service is to provide juveniles being held at Hale Ho'omalua and Home Maluhia, the Family Court's detention and shelter facilities, with prompt medical assessments, treatment and referral services to ensure their well-being. Services should also be reflective of the court's balanced and restorative justice philosophy and the juvenile justice reform effort with emphasis on best practices/evidence-based practices, collaboration and cultural competency.

**D. Description of the target population to be served**

Juveniles between the ages of 12 to 17.

**E. Geographic coverage of service**

Oahu

**F. Probable funding amounts, source, and period of availability**

Probable funding amounts: FY 2012 FY 2013 FY 2014 FY 2015

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State General Fund

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract which is for 2 years.

**2.7.2 General Requirements**

**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated its competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, ProposalApplication Checklist, for the website address).

**B. Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases are allowed.

**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

☐ Allowed                      ☒ Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☒ Single                      ☐ Multiple                      ☐ Single & Multiple

**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs)

☒ Multi-term (> 2 yrs)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

**F. RFP contact persons**

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Contracts & Purchasing Office  
Naty Butay at (808) 538-5805 fax: 538-5802

If you have any programmatic questions regarding the requested services, please call the following individual:

Oahu: Family Court, First Circuit  
Christine Miwa Mendoza at (808) 954-8222 fax: 954-8308

**2.7.3 Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**

The provider will provide medical, consultative and emergency medical services, and administrative services to youth who are referred by the Family Court.

Services to be provided 4 to 5 days a week by a licensed physician and include 24-hour emergency and consultative services.

1. Medical Services will include the following types of services:
  - a. Diagnosis and treatment of illnesses.
  - b. Physical examinations for all new admits and those children entering foster home or institutional placements.
  - c. Cooperation with the physician of a detained child for administration of medication or other procedures.
  - d. First aid care for injuries.
  - e. Minor surgical procedures.
  - f. Taking of laboratory samples.
  - g. Other medical treatments or referrals to outside providers deemed necessary for the health, safety and welfare of the detained child.

2. Consultative and emergency medical services

Shall be available on a 24 hour basis and may be rendered by telephone. In the case of emergencies, the applicant will be immediately available to facilitate a referral to an emergency room and to take whatever action is necessary to obtain the appropriate medical care , including hospitalization for the patient.

3. Administrative Services

At the request of the Family Court officers, the applicant will provide medical and other pertinent information from patients referred by the Facility. Further, applicant will, upon request, submit written reports to the Judiciary describing medical findings, progress, tests and care for each patient.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

- a. The applicant shall possess and document knowledge, capacity,

skills and experience in working with the targeted population.

- b. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **www.ecrim.hawaii.gov (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center)** and **www.nsopr.gov (National Sex Offender Public Registry)**. For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review..
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- e. The applicant must have sufficient and relevant training and staff development.

## **2. Administrative**

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

## **3. Quality assurance and evaluation specifications**

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used

to assess or evaluate the quality and utilization of services.

- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

**4. Output and performance/outcome measurements**

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

**5. Reporting requirements for program and fiscal data**

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall

furnish any additional reports or information that the Judiciary may from time to time require or request.

**6. Pricing or pricing methodology to be used**

Fixed price.

**7. Units of service and unit rate**

Estimated numbers of slots required for the month: 45 (Oahu)

**2.8 SVC SPEC TITLE: Juvenile Client and Family Services**  
**JC125SA - Juvenile Substance Abuse Treatment Services**

**2.8.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

**C. Description of the goals of the service**

The goal of the service is to provide juvenile offenders with the skills and knowledge to effectively deal with their use of alcohol and drugs in order to eliminate re-offending behaviors. Services should also be reflective of the court's balanced and restorative justice philosophy, and the juvenile justice reform effort with emphasis on best practices/evidence-based practices, collaboration, and cultural competency. The goals of balanced and restorative justice are accountability, competency development, and public safety.

**D. Description of the target population to be served**

Juveniles between the ages of 12 to 17 years who are referred for law violations and status offenses and youths up to age 18 under the jurisdiction of Family Court.

**E. Geographic coverage of service**

Service areas include the following:

First Circuit -- Island of Oahu

Second Circuit -- Islands of Maui, Molokai, & Lanai

Fifth Circuit -- Island of Kauai

Separate proposals shall be submitted for each circuit.

**F. Probable funding amounts, source, and period of availability**

Probable funding amounts:

<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
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Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State General Funds and Federal Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015, subject to the appropriation and availability of funds and satisfactory contract performance. All State funds are contingent on appropriation, and all Federal funds are



contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which is for 2 years.

## **2.8.2 General Requirements**

### **A. Specific qualifications or requirements, including but not limited to licensure or accreditation.**

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
  - a. Residential programs, in accordance with Title 11, Chapter 98, Special Treatment Facility, must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse programs.
2. The applicant must have demonstrated competence or qualifications to perform the required services and shall have a minimum one year experience in the provision of substance abuse treatment services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).
7. The applicant shall incorporate best practices/evidence-based practices in any substance abuse service. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons with substance abuse problems, has a system for implementing and maintaining program integrity, and is in conformance to professional standards. For best practices in specific areas of substance abuse, the applicant may consult the Substance Abuse and Mental health Services Administration's (SAMHSA) Treatment Improvement Protocol Drug Addiction

Treatment Improvement Protocol Series (TIPS) and the National Institute on Drug Abuse (NIDA) Principles of Drug Addiction Treatment, and/or access the individual government agency websites.

**B. Secondary purchaser participation**  
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

**C. Multiple or alternate proposals**  
(Refer to §3-143-605, HAR)

☒ Allowed ☒ Unallowed

For the First Circuit only, multiple proposals are allowed for applicants submitting proposals for Outpatient/Intensive Outpatient services and Residential treatment services. For the Second and Fifth Circuits, multiple and alternate proposals are unallowed.

**D. Single or multiple contracts to be awarded**  
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interests of the Judiciary, and will be based on the highest ranked proposals.

**E. Single or multi-term contracts to be awarded**  
(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs) ☒ Multi-term (> 2 yrs.)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

**F. RFP contact persons**

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until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Contracts & Purchasing Office  
Naty Butay at (808) 538-5805 fax: (808) 538-5802  
[Naty.B.Butay@courts.state.hi.us](mailto:Naty.B.Butay@courts.state.hi.us)

If you have any programmatic questions regarding the requested services, please call the following individual:

Oahu: Family Court, First Circuit  
Duane Ikeda at (808) 539-4408 fax: (808) 539-4402  
[Duane.F.Ikeda@courts.state.hi.us](mailto:Duane.F.Ikeda@courts.state.hi.us)  
Christine Miwa-Mendoza (808) 954-8222 fax: (808) 954-8308  
[Christine.Y.Miwa-Mendoza@courts.state.hi.us](mailto:Christine.Y.Miwa-Mendoza@courts.state.hi.us)

Maui: Client Services Division, Second Circuit  
Judy Kawano at (808) 244-2972 fax: (808) 244-2870  
[Judy.R.Kawano@courts.state.hi.us](mailto:Judy.R.Kawano@courts.state.hi.us)

Kauai: Kauai Drug Court Juvenile Program, Fifth Circuit  
Alton G. Amimoto at (808) 482-2365 fax: (808) 482-2554  
[Alton.G.Amimoto@courts.state.hi.us](mailto:Alton.G.Amimoto@courts.state.hi.us)

### 2.8.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

#### A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Applicants may provide a comprehensive continuum of evidence-based offender-oriented treatment services to include Substance Abuse Assessments, Substance Abuse Education, Outpatient, Intensive Outpatient, and Residential Treatment to adolescents with alcohol and/or other drug related problems who are ordered or directed by the court to obtain such services. Clients in any level of treatment shall meet the most current version of the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC) for admission, continuance, and discharge, and documentation shall be included in the client's chart.

For the First Circuit only, a proposal for Outpatient/Intensive Outpatient service is to include substance assessments and substance abuse education as part of the program, and a separate proposal is to be submitted for Residential program. For the Second and Fifth

Circuits, applicants may propose the whole continuum or any part of the continuum.

1. **Substance Abuse Assessments.** Substance abuse assessments shall be completed or reviewed/approved by certified substance abuse counselors, program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes; or individuals who hold an advanced degree in a behavioral health science. Assessments shall be completed to determine the need for substance abuse treatment and provide a recommended level of service. Assessments will take into consideration client history of substance use; bio-medical conditions and complications; emotional, behavioral or cognitive conditions and complications; readiness to change; relapse, continued use or continued problem potential and recovery/living environment. Assessments shall apply Diagnostic and Statistical Manual and the American Society of Addiction Medicine Patient Placement Criteria.
2. **Substance Abuse Education.** Substance Abuse Education shall provide clients with information pertaining to the pharmacology of substance abuse, lifestyle consequences, emotions management, coping skills and problem-solving training using cognitive behavioral techniques, treatment process, relapse prevention and abstinence maintenance training. The alcohol education and counseling program shall be for eight (8) to ten (10) hours and may include topics on the effects of alcohol on the brain and body, legal and social consequences, triggers to using, etc. The applicant shall also provide a parent/guardian education and counseling program of not more than ten (10) hours.
3. **Outpatient/Intensive Outpatient Treatment.** Outpatient/Intensive Outpatient Treatment provides comprehensive non-residential services to adolescents with substance abuse problems. Program activities shall include professionally directed assessment, initial and updated treatment planning, case management, individual and group counseling, substance abuse education, family counseling and support services. Services may also include, but is not limited to, skill building, recreational therapy, and family counseling.

Outpatient services shall provide between one (1) and (8) hours per client per week of face-to-face treatment, including one (1) hour of scheduled and documented individual counseling per client per month. Intensive Outpatient services shall provide nine (9) or more hours per week of face-to-face treatment services, including one (1) hour of scheduled and documented individual counseling per client per week.
4. **Residential Program.** Residential program provides a planned regimen of professionally directed evaluation, treatment, individual and group counseling, skill building, recreational activities, family services, case management, and other ancillary and special services. Observation, monitoring, and treatment are available twenty-four (24) hours a day, seven days (7) a week. Clients shall have access to a Department of Education approved appropriate grade-level academic program while in treatment. Academic programming shall be an integral part of

the client's treatment plan. Programs are to have access, either as paid staff or a consultative basis, to a licensed psychiatrist or psychologist who is trained in child development, family systems, and substance abuse treatment. The treatment services and living quarters must be separate and specific for adolescents only, with no intermingling of adults and juveniles. Services required on a long-term basis, generally for four months and up to a year.

5. Applicants shall establish and implement policies and procedures for the following:
  - a. Applicants for Outpatient/Intensive Outpatient and Residential Treatment services shall provide written weekly progress reports for all drug or speciality court clients and/or as required by the coordinators of the respective courts. Written admission, monthly and discharge reports shall be provided to supervising probation officers. Written discharge reports shall be provided no more than ten (10) working days after a client's discharge or earlier upon request of the supervising officer for court hearing purposes. Discharge reports shall include the dates of admission, treatment and termination; reasons for termination with explanation; discharge plans and recommendations (including recommendations for handling of client target behaviors, relapse prevention plans, possible sanctions, etc), when applicable. Applicants shall attach sample copies of report formats to be used for these purposes.
  - b. The applicant shall have the capability and capacity to conduct alcohol and drug testing.

The applicant shall provide their written policies and procedures for such testing and shall describe the frequency and application of testing in treatment. Random and observed collection are required. The applicant shall insure that chain of custody and confidentiality issues are addressed appropriately. The applicant shall establish written testing, chain of custody and confidentiality procedures.

The Applicant shall identify instrumentation being utilized to conduct such testing and shall have the ability to do laboratory confirmation testing utilizing Gas Chromatography Mass Spectrometry or Liquid Chromatography Tandem Mass Spectrometry. Laboratories conducting such confirmation testing shall be Substance Abuse and Mental Health Services Administration and/or College of Addiction Pathologists – Forensic Urine Drug Testing certified. Confirmation testing at Limit of Quantitation levels is preferred.

Positive drug test results shall be reported immediately to the supervising agency/probation officer, and a summary of drug test results shall be

included in the required weekly and monthly reports for each client to drug and specialty courts.

- c. Programs shall notify the supervising officer or program of any prospective major change in a client's status (i.e. potential discharge or level of care change) occurring before the scheduled reporting cycle. Program staff will participate in team meetings with the Judiciary when it is determined to be in the best interest of the client's treatment and adjustment.
- d. Applicants who provide Outpatient, Intensive Outpatient, and Residential treatment modalities shall develop and implement appropriate transition plans for each client prior to discharge. The plan shall address transition and recovery issues and relapse prevention, and shall be forwarded to the supervising officer.
- e. Applicants shall provide treatment transition assistance to the client in the event that treatment funding is terminated, i.e. referral to another program, referral back to the supervising officer, etc.
- f. Both residential and outpatient programs shall collaborate with other community agencies and resources, including but not limited to health, mental health, social, educational, vocational rehabilitation, and employment services for coordination and linkages with other services as part of the continuum of care.

## **B. Management Requirements (Minimum and/or mandatory requirements)**

### **1. Personnel**

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population. Applicants shall ensure that clinical supervision over program activities is provided by Hawaii State certified substance abuse counselors (CSACs) pursuant to Section 321-193 (10), Hawaii Revised Statutes; or who hold an advanced degree in behavioral health science (clinical supervision).

CSACs and individuals who hold an advanced degree in behavioral health sciences preferably shall perform the following functions; however, non-CSACs or non-Masters level providers may be utilized as long as they are directly supervised\* by a CSAC or Master level counselor and are working toward certification:

- Clinical evaluation
- Treatment planning

- Individual, group, and family counseling

\*Direct supervision means a minimum of one hour supervision for every seven hours of performance. This involves teaching the supervisee about each core function of a substance abuse counselor, demonstrating how each core function is accomplished, the supervisee sitting in while the supervisor performs the function, the supervisee performing the function with the supervisor present, and finally, the supervisee performing the function independently, but with review and feedback from the supervisor. In addition, supervisees shall be required to attend ADAD-approved CSAC preparatory training when available.

Applicants shall describe its program for increasing clinical staff competencies in the acquisition of evidence-based, offender-oriented treatment. At a minimum, applicants shall demonstrate how direct care staff will be assisted in understanding and applying the risk-need-responsivity principles in their treatment of offenders, as well as the stages of change, motivating the client toward change and behavioral treatment.

- b. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **[www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://www.nsopr.gov) (National Sex Offender Public Registry)**. For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders).
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.

- e. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.

## **2. Administrative**

- a. The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

## **3. Quality assurance and evaluation specifications**

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.
- c. Applicants shall agree, by contract, to be willing to undergo a program assessment and/or audit designed to assess applicant's implementation of effective practices in working with offenders with substance use problems. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.
- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

## **4. Output and performance/outcome measurements**

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.



**5. Reporting requirements for program and fiscal data**

- a. The applicant shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the applicant relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the applicant during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the applicant, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the applicant, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The applicant shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the applicant's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities in which the program is engaged. Furthermore, the applicant shall furnish any additional reports or information that the Judiciary may from time to time require or request.
- d. The applicant shall comply with the requirements of the statewide substance abuse treatment monitoring program established under HRS 321-192.5. The Judiciary additionally requires that all programs which provide substance abuse treatment services, whether accredited or not accredited by the Department of Health, Alcohol and Drug Abuse Division (ADAD), participate in the statewide data collection activities under the purview of ADAD.

**6. Pricing or pricing methodology to be used**

Negotiated unit of service or fixed price. Additionally for the Second Circuit, if a proposal is submitted for fixed price, the applicant shall also submit unit of service for each service activity.

**7. Units of service and unit rate**

Estimated number of treatment slots (per month):

Oahu:	100	Juveniles (Outpatient)
	25	Juveniles (Outpatient for Juvenile Drug Court Program)
	2	Juveniles (Residential)
	1	Juveniles (Substance abuse education classes)
Maui:	1	Juveniles (Residential)
	6	Juveniles (Outpatient)
	12	Juveniles (Substance abuse education classes)
Kauai:	3	Juveniles (Residential)
	3	Juveniles (Outpatient)
	3	Juveniles (Substance abuse education classes)

#### 2.8.4 Facilities

- A. Applicants shall provide a description of its facilities and its conduciveness to the treatment being provided.
- B. Applicants proposing to provide Residential Treatment services shall describe and include in the proposals the following:
  1. How security and client accountability will be achieved.
  2. A site map of the facility designating all program locations, the location of each dwelling, and the gender for each dwelling.
  3. A floor plan for each dwelling laying out each bedroom for clients and resident counselor(s), kitchen, dining area, living area, bathrooms and laundry area; the number of client beds per room; the number of resident counselor bed(s) per room; and the maximum capacity for each dwelling.
  4. The number of licensed beds for Residential services by the Office of Health Care Assurance (OCHA), Department of Health, State of Hawaii.

**2.9 SVC SPEC TITLE: Juvenile Client and Family Services  
JC15IC - In-Community Service**

**2.9.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

**C. Description of the goals of the service**

The goal of the service is to assist juveniles and families to resolve various problems and conflicts to help them learn socially acceptable behaviors and function in the community as law-abiding citizens. Services should incorporate best practices/evidence-based practices and be reflective of the court's balanced and restorative justice philosophy, and the guiding principles of the Juvenile Detention Alternative Initiative (JDAI). The goals of balanced and restorative justice are accountability, competency development, and public safety. JDAI principles are complimentary in that it can help shape and guide jurisdiction's practice through collaboration and a continuum of services that are culturally competent, relevant and accessible to the youth they serve and reduce the reliance on unnecessary confinement in secured detention. The in-community services includes Alternative Education, Outdoor Experience, Anger Management, Psychological Services, Victim Impact Classes, and Ohana Conferencing.

**D. Description of the target population to be served**

Juveniles between the ages of 12 to 17 years who are referred for law violations and status offenses and families referred by the Family Drug Court.

**E. Geographic coverage of service**

Service areas include the following:

First Circuit -- Island of Oahu

Fifth Circuit -- Island of Kauai

Separate proposals shall be submitted for the First and Fifth Circuits. Further, separate proposals shall be submitted for each service activity indicated under Section 2.9.3 A. (Service Activities), below.

**F. Probable funding amounts, source, and period of availability**

Probable funding amounts:

FY 2012

FY 2013

FY 2014

FY 2015

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015, subject to the appropriation and availability of funds and satisfactory contract performance. All State funds are contingent on appropriation, and all Federal funds are contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which is for 2 years.

## **2.9.2 General Requirements**

### **A. Specific qualifications or requirements, including but not limited to licensure or accreditation.**

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services and shall have a minimum one year experience in the provision of services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.

6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).

**B. Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

☒ Allowed ☐ Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interests of the Judiciary, and will be based on the highest ranked proposals.

**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs) ☒ Multi-term (> 2 yrs.)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by applicant. Execution of a contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single-term contract will be awarded.

**F. RFP contact persons**

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning applicant or applicants. Written questions should be submitted to the RFP contact person(s) and received on or

before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Contracts & Purchasing Office  
Naty Butay at (808) 538-5805 fax: 538-5802

If you have any programmatic questions regarding the requested services, please call the following individual:

Oahu: Family Court, First Circuit  
Duane Ikeda at (808) 539-4408 fax: 539-4402  
[Duane.F.Ikeda@courts.state.hi.us](mailto:Duane.F.Ikeda@courts.state.hi.us)  
Christine Miwa-Mendoza at (808) 954-8222 fax: 954-8308  
[Christine.Y.Miwa-Mendoza@courts.state.hi.us](mailto:Christine.Y.Miwa-Mendoza@courts.state.hi.us)

Kauai: Family Court, Fifth Circuit  
David Lam at (808) 482-2378 fax: 482-2442  
[David.M.Lam@courts.state.hi.us](mailto:David.M.Lam@courts.state.hi.us)

### 2.9.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

#### A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Services are being requested for adjudicated juveniles for law violations and status offenses and families in the Family Drug Court:

1. **Outdoor Experience (Oahu).** An outreach counseling and tutoring program with an outdoor component. The program will provide individual, group, and family counseling sessions, after-school tutorial, crisis intervention, and parenting classes.
2. **Alternative Education (Oahu).** An alternative education program for youth experiencing school performance and attendance deficiencies. Services should include strength based and family focused counseling, crisis intervention, outreach services, individual and group related problem-solving activities, group socialization exercises, and recreational activities.

3. **Anger Management ( Oahu).** An anger management program for youth using the Aggression Replacement model with three components; anger control, skill streaming and moral reasoning.
4. **Family Intervention Services (Oahu).** Provide family intervention therapy consisting of an average of ten sessions for youth and their families participating in the Juvenile Drug Court Program. Intervention services average about 4.5 hours per week over two to three months. Family therapy will be conducted in the home, neighborhood, and other community locations depending on the family's needs. Work to support the family by participating in court appearances, meetings with systems of care, and other services as needed. This includes working in close collaboration with the courts, probation officers, church communities, medical doctors, and health facilities, residential, mental health and/or substance abuse facilities, an other organizations.
5. **Victim Impact Classes (Kauai).** An educational program to teach juvenile offenders how crime affects the victim, victim's family and the community. The classes provides victims with an opportunity to tell their personal stories to offenders about the social, emotional, physical, and financial impact of crime on their lives. Offenders have the opportunity to learn about the short and long-term trauma of victimization and develop an understanding and empathy for victims.
6. **Family Conferencing (Kauai).** Bring together the community of people who are most affected by a juvenile offender's offense or harmful behavior. The conferences are coordinated by trained facilitators. The victim, offender, and victim's and offender's families or support systems participate. All have the opportunity to speak about how the offender's actions has affected their lives. The group decides how the harm will be repaired by the offender. The conferences may occur before or after sentencing or as alternative to going through the traditional juvenile justice system.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- b. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee,

volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.eccrim.hawaii.gov](http://www.eccrim.hawaii.gov) (**Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center**) and [www.nsopr.gov](http://www.nsopr.gov) (**National Sex Offender Public Registry**). For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review..

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- e. The applicant must have sufficient and relevant training and staff development.

## **2. Administrative**

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

## **3. Quality assurance and evaluation specifications**

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures



consistent with the professional standards of the disciplines involved in the delivery of services.

**4. Output and performance/outcome measurements**

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

**5. Reporting requirements for program and fiscal data**

- a. The applicant shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the applicant relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the applicant during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the applicant, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the applicant, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The applicant shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the applicant's overall effort towards meeting the program goals and objectives. Furthermore, the applicant shall furnish any additional reports or information that the Judiciary may from time to time require or request.

**6. Pricing or pricing methodology to be used**

Negotiated unit of service or fixed price

**7. Units of service and unit rate**

Outdoor Experience - 4 to 6 youth per month

Alternative Education - 23 to 27 youth per month

Anger Management - 13 youth per month

Family Intervention - 10 to 13 families per year

Victim Impact - 100 youth per year (Oahu)

22 to 27 youth/families per year (Kauai)

Family Conference - 33 to 38 youth per year (Kauai)

**2.10 SVC SPEC TITLE: Juvenile Client and Family Services, Second Circuit  
JC2IC - In-Community Services**

**2.10.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

**C. Description of the goals of the service**

In-Community services are requested to provide therapeutic, supportive, and educational programs for minors and adults. Services should include but not be limited to providing individuals with the tools and skills needed to prevent recidivism, to assess alternatives and make appropriate choices to help them learn socially acceptable behaviors to function in the community as law-abiding citizens. The referrals for minors may include status offenses or law violations. The in-community services for minors and adults provide alternatives to the traditional juvenile and criminal justice systems to assist the offender to make reparations to the victim and the community. Services should be reflective of the court's balanced and restorative justice philosophy which holds the offender accountable for his/her actions. All applicants should provide the clients with insight and understanding of their situation and resulting behaviors.

**D. Description of the target population to be served**

Adults and juveniles between the ages of 6 to 17 or until clinically discharged who have been referred and/or ordered by the Court to participate in treatment.

**E. Geographic coverage of service**

Service areas include the following:

Second Circuit -- Islands of Maui, Lanai and Molokai

**F. Probable funding amounts, source, and period of availability**

Probable funding amounts:

<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
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Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State general funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015, subject to the appropriation and availability of funds and satisfactory contract performance.

## **2.10.2 General Requirements**

### **A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, POS Application Checklist, for the website address).

### **B. Secondary purchaser participation** (Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

### **C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interest of the Judiciary, and will be based on the highest ranked proposals.

**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

☐ Single term (< 2 yrs) ☒ Multi-term (> 2 yrs.)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for on the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. The aggregated term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single term contract will be awarded.

**F. RFP contact persons**

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Naty Butay, Contracts and Purchasing Office  
Phone: (808) 538-5805 Fax: (808) 538-5802  
Email: [naty.b.butay@courts.state.hi.us](mailto:naty.b.butay@courts.state.hi.us)

If you have any programmatic questions regarding the requested

services, please call the following individual:

Kim Cuadro, Program Specialist, Second Circuit  
Phone: (808) 244-2779 Fax: 244-2870  
Email: [kim.s.cuadro@courts.state.hi.us](mailto:kim.s.cuadro@courts.state.hi.us)

### 2.10.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**

Applicants shall provide therapeutic, supportive, and educational programs for minors and adults and alternatives to the traditional juvenile and criminal justice systems to assist offenders to make reparations to the victim and the community. Applicants may propose to provide all or any part of the following service activities:

1. **Anger Management.** Services for adjudicated and non-adjudicated minors who display aggressive or abusive behaviors, to include psycho-social assessment and evaluation; individual and group treatment dealing with anger and stress management; cognitive restructuring/behavior modification interventions that enhance both communication and problem solving skills.
2. **Outdoor Experience.** Services for adjudicated and non-adjudicated minors, to include interventions which provide physical and psychological challenges to improve/enhance a minor's effectiveness within group settings, and increase both community and environmental awareness.
3. **Diversion Services.** Services for adjudicated and non-adjudicated minors to be used as a dispositional alternative program designed to divert individuals from the justice system. Services to include supervision of minors as an alternative to confinement, and pro-social activities that provide for the minors interest and expose and create links for the minors within the community.
4. **Victim Impact Classes.** To provide an educational program to teach juvenile and adult offenders, in separate classes, how crime affects the victim, victim's family and the community. The classes provide victims with an opportunity to tell their personal stories to offenders about the social, emotional, physical, and financial impact of crime on their lives. Offenders have the opportunity to learn about the short and long-term trauma of victimization and develop an understanding and empathy for victims.

5. **Victim-Offender Reconciliation.** To provide opportunities to bring together the victim and offender in a safe and structured face-to-face meeting, in the presence of trained facilitators. The crime victims have an opportunity to obtain answers to their questions about the crime and the person who committed it. The offenders have an opportunity to take responsibility for what they have done and learn the impact of their actions on others.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- b. The applicant shall conduct a criminal history record check for any person, including but not limited to any officer, employee, volunteer or subcontractor who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.ecrim.hawaii.gov](http://www.ecrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data center) and [www.nsopr.gov](http://www.nsopr.gov) (National Sex Offender Public Registry). For persons working in positions which necessitate close proximity to children or adolescents, the criminal history check shall include a national criminal history record data base check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review. The applicant further shall have a written plan for addressing any findings that result from a criminal history record check that may affect the treatment milieu (e.g. actively under the supervision of any criminal justice agency, convicted sex offenders.)
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.

- e. The applicant shall maintain appropriate supervision over staff and program activities, work collaboratively with other agencies, and provide on-going training for staff.
- f. The applicant must have sufficient and relevant training and staff development.
- g. The Applicant shall maintain documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest X-ray.

**2. Program**

Applicants shall incorporate best practices/evidence-based practices in services for adjudicated and non-adjudicated minors. Best practices/evidence-based practices are defined as a body of contemporaneous empirical research findings that produce the most efficacious outcomes for persons involved services, has literature to support the practices, is supported by national consensus, has a system for implementing and maintaining program integrity, and conformance to ethical/professional standards.

**3. Administrative**

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

**4. Quality assurance and evaluation specifications**

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.
- c. Applicants must be willing to undergo a program assessment and/or audit to assess applicant's implementation of effective practices. Based on the assessment/audit report, the vendor will develop in concert with the contracting agency, an action plan to address areas which need improvement. There should be at least one quality improvement activity completed annually.



- d. Applicants shall provide all program monitoring, assessments and/or evaluation reports completed within the last two years.

**5. Output and performance/outcome measurements**

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall indicate measurement tool(s) by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

**6. Reporting requirements for program and fiscal data**

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

**7. Pricing or pricing methodology to be used**

Negotiated unit of service.

**8. Units of service and unit rate**

Estimated number of placement slots: 45-390, Second Circuit.

Applicants to include in their proposed funding amounts a per unit, per

person, and a per group rate.

**2.11 SVC SPEC TITLE: Juvenile Client and Family Services  
JC35TC - In-Community Services (Teen Court)**

**2.11.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

**C. Description of the goals of the service**

To provide an alternative diversion program for Family Court referrals for first time juvenile offenders who meet the referral criteria. Referrals may be from the County Police, the Office of the Prosecuting Attorney, District Traffic Court or the Department of Education. Teen (peer) jury system to apply balanced and restorative justice values of accountability, competency development and public safety to help participants increase law abiding behaviors and reduce the risk of recidivism. The court may be presided over by an attorney or judge.

**D. Description of the target population to be served**

Juveniles, ages 10 to 17

**E. Geographic coverage of service**

Service areas include the following:

Third Circuit -- Island of Hawaii (East and West)  
Fifth Circuit – Island of Kauai

Separate proposals shall be submitted for the Third and Fifth Circuits.

**F. Probable funding amounts, source, and period of availability**

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposal based on their best estimate of the cost of providing the service described in these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g, July 1, 2011 to June 30, 2015, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract which is for 2 years.

## **2.11.2 General Requirements**

### **A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

1. The applicant shall have licenses and certificates, as applicable , in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).

**B. Secondary purchaser participation**  
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

**C. Multiple or alternate proposals**  
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

**D. Single or multiple contracts to be awarded**  
(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interests of the Judiciary, and will be based on the highest ranked proposals.

**E. Single or multi-term contracts to be awarded**  
(Refer to §3-149-302, HAR)

☐ Single term (<2 yr) ☒ Multi-term (>2 yr)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of the contract amendment is required to extend the contract for another term. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2011 to June 30, 2015. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single term will be awarded.

**F. RFP contact persons**

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.1 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the Request for Proposal, please call the following individual:

Judiciary Contracts & Purchasing Office

Naty Butay at (808) 538-5805 fax: 538-5802

Email: [naty.b.butay@courts.state.hi.us](mailto:naty.b.butay@courts.state.hi.us)

If you have programmatic questions regarding the requested services, please call the following individual:

Hawaii :

Third Circuit Court

Christine Kefford, Program Specialist

Direct Line: (808) 961-7624 fax: (808) 961-7598

Email: [christine.m.kefford@courts.state.hi.us](mailto:christine.m.kefford@courts.state.hi.us)

Kauai:

Juvenile Client and Family Services, Fifth Circuit

David M. Lam, Administrator

Direct Line: (808) 482-2378 fax: (808) 482-2442

Email: [david.m.lam@courts.state.hi.us](mailto:david.m.lam@courts.state.hi.us)

### **2.11.3 Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

#### **A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**

Services are being requested for a Teen Court diversion program for first time Petty Misdemeanor, Misdemeanor, certain Traffic Offenses, and Status offenders.

Services will include but not be limited to Teen Jury participation, community service, monetary restitution, and assessment for substance abuse, anger management and high risk behaviors for referral to appropriate treatment.

Services should be reflective of the court's balanced and restorative justice philosophy. The goals of balanced and restorative justice are accountability, competency development and public safety. The needs and interests of the offender, victim and community should be considered as part of the program.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- b. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search **[www.eccrim.hawaii.gov](http://www.eccrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://www.nsopr.gov) (National Sex Offender Public Registry)**. For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review.
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- e. The applicant must have sufficient and relevant training and staff development.

**2. Administrative**

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

**3. Quality assurance and evaluation specifications**

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measurements consistent with the professional standards of the disciplines involved in the delivery of services.

**4. Output and performance/outcome measurements**

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on applicant's final report.
- b. Outcome: The applicant shall indicate measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

**5. Reporting requirements for program and fiscal data**

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contracted period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include



statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.

- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall efforts towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

**6. Pricing or pricing methodology to be used**

Fixed price.

**7. Units of service and unit rate**

Estimated number of juveniles is no less than **100** per year per island, but to include any and all court referrals in excess of this number.

**2.12 SVC SPEC TITLE: Girls Court Program**  
**GCIIC - In-Community Services**

**2.12.1 Introduction**

**A. & B. - (SEE SECTION 2.0.1)**

**C. Description of the goals of the service**

Female adolescents in the juvenile justice system exhibit high rates of mental health problems. Co-occurring disorders, histories of trauma and abuse, depression, self-mutilation, suicide attempts, substance abuse, and family conflicts are particular problems. Professional mental health services are needed for the female adolescents and their families participating in the Girls Court Program. The goal is that by effectively meeting the mental health treatment needs of girls in the juvenile justice system through a gender-responsive and strength and family-based treatment approach, the result will be more successful outcomes in helping them learn better coping strategies, improving their behavioral and life circumstances, and reducing the likelihood of their re-offending.

**D. Description of the target population to be served**

Female adolescents between the ages of 13-17 being serviced by the First Circuit's Girls Court Program.

**E. Geographic coverage of service**

Service areas include the following:  
First Circuit- Island of Oahu

**F. Probable funding amounts, source, and period of availability**

Probable funding amounts:

<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>
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Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in this specification.

Funding source: State general funds

Period of availability: The Judiciary intends to award a multi-term contract. The

aggregate term of the contract will not exceed (4) years, e.g., July 1, 2011 to June 30, 2015 subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract which is for two (2) years. All State funds are contingent on appropriations, and all Federal funds are contingent on the awarding of grant applications.

### **2.12.2 General Requirements**

#### **A. Specific qualifications or requirements, including but not limited to licensure or accreditation.**

1. The applicant shall have licenses and certificates, as applicable in accordance with federal, state, and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverage as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, POS Application Checklist, for the website address).

#### **B. Secondary purchaser participation** (Refer to Section 3-1143-608,HAR)

After-the-fact secondary purchases will be allowed.

#### **C. Multiple or alternate proposals** (Refer to Section 3-143-605,HAR)

☐ Allowed

☒ Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to Section 3-143-206,HAR)

☐ Single

☐ Multiple

☒ Single and Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interest of the Judiciary and will be based on the highest ranked proposals.

**E. Single or multi-term contracts to be awarded**

(Refer to Section=149-302,HAR)

☐ Single term (< 2 yrs)

☒ Multi-term (>2 yrs)

A multi-term contract will be awarded based on a determination that it is in the best interest of the Judiciary. The initial term of the contract shall be for two (2) years. Funds are available for only the initial term of the contract. The contract may be extended for another two (2) years, subject to appropriation and availability of funds and satisfactory performance of services by provider. Execution of a contract amendment is required to extend the contract for another term. If it is determined that it is not in the best interest of the Judiciary to award a multi-term contract, a single term contract will be awarded.

**F. RFP contact persons**

The individuals listed below are the points of contract from the date of release of this RFP until the selection of the winning provider. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Purchasing Office

Naty Butay at (808) 538-5805

Fax: (808) 538-5802

Email: [Naty.B.Butay@courts.state.hi.us](mailto:Naty.B.Butay@courts.state.hi.us)

If you have any programmatic questions regarding the requested services, please call the following individual:

Oahu:

Program Specialist, First Circuit

Adriane Abe at (808) 534-6152

Fax:(808) 534-6161-

### **2.2.3 Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

#### **A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**

##### **1. Individual and Family Therapy**

- a. The provider shall provide individual therapy on a weekly basis to girls identified by the Girls Court Program in need of services. The services are to help the girls address abuse or trauma issues, reduce self injuring behaviors, identify behaviors that interfere with successful management of emotions, and develop better coping skills to deal with stresses and improve their functioning. These sessions may include the families or guardians of the Girls Court participants.
- b. Therapy sessions will be flexible with regard time and place. For the purpose of outreach, sessions may be held at the Girls Court office, or in the community, including the Girls Court participant's school, home, or out-of-home placement site.
- c. Written treatment plans and goals will be developed for each Girls Court participant accessing therapy services, utilizing a strength-based model.
- d. Provider shall provide consultation to the Girls Court staff during weekly case reviews and on an as needed basis, regarding issues of concern that may affect the overall well-being of the Girls Court participants.
- e. Provider shall be available to Girls Court participants during crisis situations as well as provide consultation to staff as needed during emergencies, including beyond regular work hours.

##### **2. Parent Group Sessions**

- a. Provider shall facilitate Family Group Sessions involving all families in a cohort.

- b. The purpose of the sessions is to engage the families in the Girls Court Program, as well as in the healthy development of the Girls Court participants.

### **3. Girls Group Sessions**

- a. The Girls Court participants attend bimonthly group sessions. Provider shall provide group facilitation.
- b. The purpose of the group sessions is to provide education, foster self-awareness and accountability, as well as to encourage the positive development of the Girls Court participants.
- c. Provider shall provide oversight and consultation to the Girls Court staff with respect to issues and concerns of group facilitation, in-group behavior management and follow-up to high risk disclosures.

### **4. Girls Court Activities**

- a. Provider shall provide input into the planning of, and attend and participate in the Girls Court activities. These activities are designed to address the continuum of special needs of female adolescents and include physical and emotional health, sexuality, substance abuse, education, and employment.
- b. The schedule of activities is generally once per month includes quarterly community service events with girls and parents/guardians. During the Department of Education spring break, summer and fall inter-session, academic and/or vocational activities are additionally scheduled.

### **5. Consultation**

- a. Provider shall participate as part of the Girls Court treatment team in meetings that may be scheduled by the Department of Education, Department of Health, and/or any of the respective contracted service providers.

### **6. Documentation**

- a. After each individual and/or family therapy session, provider shall submit to the Girls Court Coordinator case notes that outline concerns and the participant's progress towards her goals. Each session is to

be documented in the participant's file.

- b. If a court ordered therapy session fails to occur, provider will notify the Girls Court staff of the missed session and the reason.
- c. Provider shall maintain frequent contact with the Girls Court staff both by phone and in writing to inform them of the ongoing status of the cases.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

- a. The applicant must have good understanding of gender-responsive principles and apply it to service delivery.
- b. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- c. The applicant shall conduct a criminal history record check for any person, including, but not limited to any officer, employee, volunteer or subcontractor, who performs work or services which necessitates close proximity to adult or juvenile clients, or other program related adolescents or children. At a minimum, applicants will search [www.eccrim.hawaii.gov](http://www.eccrim.hawaii.gov) (Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center) and [www.nsopr.gov](http://www.nsopr.gov) (National Sex Offender Public Registry). For persons working in positions which necessitate close proximity to children or adolescents, the criminal history record check shall include a national criminal history database check which may require fingerprinting. The minimum record check will be conducted once every four years for each person, and/or at the outset of the contract period if such checks have never been conducted. Results of all criminal history record inquiries conducted shall be placed in the employee's or volunteer's personnel file and shall be available to Judiciary for review.

**2. Administrative**

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content and methods of service delivery.

**3. Quality assurance and evaluation specifications**

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the  
  
professional standards of the disciplines involved in the delivery of services.

**4. Output and performance/outcome measurements**

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

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- c. The applicant shall, at the completion of the contract period, submit a final written report to the Judiciary. The report will include documentation of the applicant's overall effort toward meeting the program goals and objectives. Furthermore, the applicant shall furnish any additional reports or information that the Judiciary may from time to time require or request.

**6. Pricing or pricing methodology to be used**

Negotiated or Fixed price.

**7. Units of service and unit rate**

<u>Service</u>	<u>Unit</u>	<u>Frequency</u>	
Court Session	2 hrs/session	1 session/month	
Parent Group	2 hrs/group	1 session/month	
Girls Group	2 hrs/group	2 sessions/month	
Individual Therapy Sessions	1 hr/session	2 sessions/month	12 girls
Family Therapy Sessions	1 hr/session	1 session/month	12 families
Treatment Team Meetings	2 hrs/mtg	1 session/month	12 girls/ mo.
Staff Meetings	2 hrs/mtg	1 mtg/week	
Pre-court Conference	2 hrs/conf	1 mtg/month	
Activities	6 hrs/activity	1 activity/month	
After hours contact (evenings & weekends)	8 hours/week		

